



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information:

Job Title: Deputy Director, Office of the Cyber Executive

Position Number: 29551

Position Grade: SNIS Executive Tier 1

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 04/16/2021-05/3/2021

Position Type: Cadre, Detailee

Who May Apply: Internal and External Candidates, Detailees

Division: DNI/MI/NIM-Cyber

Duty Location: Liberty Crossing

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for a SNIS Executive Tier 1 staff reserve position in the ODNI. Staff reserve appointments are time-limited appointments made for a period of up to 3 years, with a possible extension up to 1 + 1 additional years.

- An internal or external candidate to fill a SNIS Executive Tier 1 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Senior Service (SNIS, SES, SIS, DISES, DISL) and highly qualified GS-15 candidates may apply.

Who May Apply:

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:



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- Current ODNI cadre.
- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply.)
- Current Federal Government employees.
- Candidates outside the Federal Government.
- For a detailee assignment:
 - Current Federal Government employees.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.

Component Mission

The Office of the Director of National Intelligence (ODNI) Deputy Director of Mission Integration (MI) serves as the Director of National Intelligence's (DNI) senior leader for intelligence integration across the IC enterprise. MI is responsible for ensuring customer outcomes by leading advances in collection and analysis that ensure the quality, timeliness, and utility of insights for the nation's decision-makers. Additionally, MI is responsible for increasing expertise and improving tradecraft at all levels through specialization, integration, and collaboration. MI is responsible for the strategic vision, direction, and planning to deliver a more integrated IC reflecting the collective wisdom of our collection and analytic components to advance, in support of the National Intelligence Managers, the Unifying Intelligence Strategies (UIS).

Major Duties and Responsibilities (MDRs)

The Deputy Director will advise, support, and represent the Cyber Executive in the duties and responsibilities of the Cyber National Intelligence Manager and the Director of the Cyber Threat Intelligence Integration Center (CTIIC) to include:

- Support the Director of National Intelligence (DNI) in her role as the President's principal advisor on cyber intelligence matters; support the National Security Council (NSC) and related NSC and cabinet-level processes, meetings, taskings, and congressional interactions on cyber policy matters affecting the Intelligence Community (IC).
- Direct and oversee coordination and integration of national intelligence related to cyber threats and enabling offensive and defensive cyber operations; set collection, analysis, and intelligence priorities on behalf of the Office of the DNI (ODNI), in consonance with the National Intelligence Priorities Framework and direction from the NSC Staff.
- Through the development and implementation of the Unifying Intelligence Strategy and programs, lead the enterprise-wide integration of the IC's analytic, collection, counterintelligence, governance, strategy, and acquisition activities related to cyber threat intelligence and the cyber domain.



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- Drive the development of comprehensive, sophisticated, and current analysis to provide situational awareness of complex and significant national, regional, and/or global cyber issues for senior policymakers and key components in the IC, law enforcement, and the ODNI.
- Guide production of CTIIC's analytic integration products, to include the Cyber Threat Intelligence Summary, and the development of new products that build cyber situational awareness through integration of IC and private sector reporting and analysis.
- Ensure that ODNI meets all appropriate responsibilities for US Cyber Incident Coordination as defined in PPD-41 to include intelligence support and related activities, as well as threat and asset response, to include production of Event Reports in support of Unified Coordination Groups (UCGs).
- Promote shared cybersecurity situational awareness across the IC and with other Federal Cybersecurity Centers during steady-state operations, and the IC's integrated defensive response during major cyber events.
- Through engagements with the Cybersecurity and Infrastructure Security Agency (CISA), Sector-Specific Agencies, IC elements and private sector critical infrastructure stakeholders, develop enhanced information sharing practices and increased intelligence support to critical infrastructure resiliency.
- Collaborate with ODNI leadership to develop innovative approaches and provide recommendations related to the National Cyber Strategy, National Intelligence Strategy, National Security Strategy and other senior policymaker goals and objectives.
- Maintain effective working relationships with other ODNI and IC components and other government agencies to address issues that span multiple mission or program areas.
- Brief senior IC and Department of Defense officials, Congressional members and other major stakeholders on cyber-related analytic and collection enterprise issues and emerging trends.
- Perform personnel management responsibilities with a focus on recruiting and building a high performance workforce; promote team building and a collaborative work environment; ensure goals and performance objectives are understood; assess performance and provide timely feedback, recognition, and remediation.
- Lead, manage, and drive the ODNI core values of Commitment, Courage, and Collaboration, and lead through example to ensure the efficient use of personnel and funding resources while maintaining ODNI commitment to diversity and opportunity.

Mandatory and Educational Requirements

- Expertise working on cyber intelligence and cybersecurity across multiple analytic disciplines; and ability to anticipate issues relevant to cyber.
- Superior oral and written communication skills including the ability to clearly convey complex information and technical data to all levels of management.
- Strong analytical and critical thinking skills, including the ability to think strategically in identifying mission opportunities and requirements; develop cogent and achievable recommendations.
- Demonstrated innovative and results-oriented leadership.
- Outstanding interpersonal skills and the ability to build consensus, work effectively and independently, and influence key stakeholders to build a broad coalition promoting an interagency and national approach to intelligence integration; proven ability to work with senior officials, to build and sustain professional networks in a diverse, fast-paced, multi-task environment, and to manage competing priorities.

Desired Requirements

- Extensive knowledge of IC structures, capabilities, and operational mechanisms.
- Expertise in cyber domain-related national-level policy and strategy development and execution.
- Experience dealing with the White House and Congress on cyber issues.



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- Expert negotiation, influencing, and conflict management skills; comprehensive ability to resolve complex, cross-component and cross-program issues; superior project leadership skills.
- Ability to provide strategic and tactical planning that pertain to personnel and budget policies, regulations, and the development and execution of the best business practice methodologies.

Key Requirements and How To Apply:

Internal ODNI Cadre Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).* For current employees who do not currently have access to internal systems, applications should be sent to either dni_coo_hrm_semo_wma@cia.ic.gov gov (classified email system) or DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants experiencing technical issues should contact the HR POC for guidance. Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.

External Candidates:

Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.
- A complete application must include:

a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.

c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

d. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.



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f. APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY: Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

WHERE TO SUBMIT: Applications should be sent to DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. Applicants from within the IC must submit an application through the classified IC Joint Duty Program website. Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.

WHERE TO SUBMIT: Applications should be sent to DNI_CMO_HC_SEMO@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both HOYLEGR@dni.ic.gov (*Greta H.*) and cartecd@dni.ic.gov (*Cynthia C.*) in lieu of the group address above.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application **MUST** be received by midnight on the closing date of this announcement. Applications received after the closing date will **NOT** be eligible for consideration.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should **NOT** contain classified information above the TS//SI//TK//NOFORN level.

To verify receipt of your application package **ONLY**, you may call 703-275-3300.



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What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted **ONLY** if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3300; Email: DNI_CMO_HC_SEMO@dni.gov

Other Information:

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfeds.com>
- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp>. If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oca/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov and DNI_Diversity_WMA@cia.ic.gov, by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3799 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**



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